

# Online Enrollment



csONE Benefit Solutions is happy to offer you an easy way to enroll for Flexible Benefit Products. Use this guide to enroll in benefits, calculate deductions, estimate tax savings and enroll in direct deposit!

## Let's Get Started.

Go to [www.csONE.com](http://www.csONE.com)

**click "FSA & HRA PARTICIPANTS"**

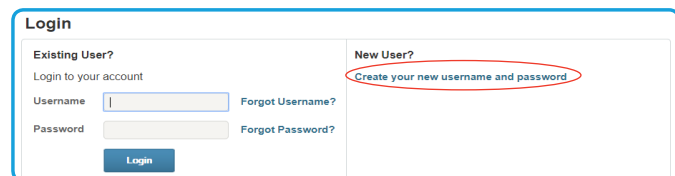
**Under: "Consumer Portal"**

**click "Secure Login"**

A new screen will appear

**click "Create your new user name and password"**

## csONE Benefit Solutions Login Screen



A new screen will appear

**enter** first name, last name, zip code and SSN.

**click "Next"** button.

Create 5 security questions, then **click "Next"** button

You will be assigned a username & you can create a password

## Home Page

On the home page, under **"I Want To..."**

**click "Enroll Now"** button.

On the **Enrollment** screen, all accounts will be listed. Details of each plan are in the **"Plan Description"** link.

**click** the **"Begin Your Enrollment Now"** button.

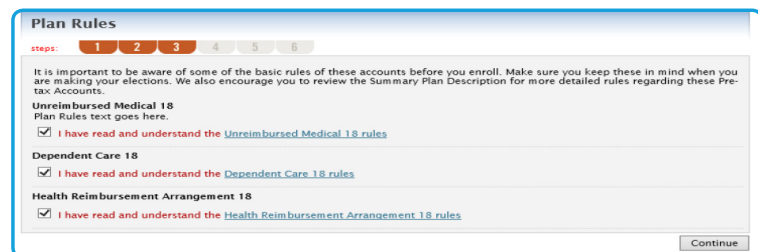
On the **Profile**, review and edit demographic information.

**click** the **"Continue"** button.

On **Dependent** screen, review & edit dependent information.

**click** the **"Continue"** button.

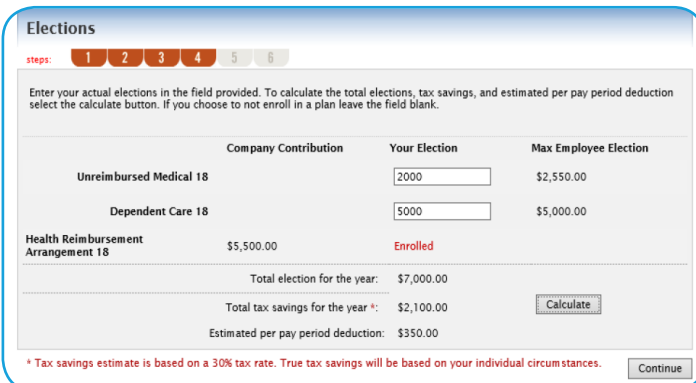
## Plan Rules



On the **Plan Rules** screen, review and agree to the rules of each plan.

**click** the **"Continue"** button.

## Elections

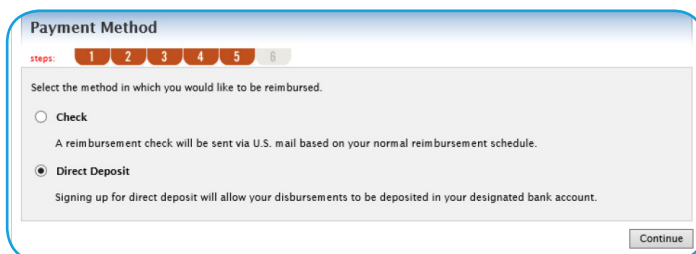


The **Enrollment** screen, is where you will enter your election amount for each product.

**note:** The system will calculate the total election for the year, estimated tax savings and the total pay period deduction.

**click** the **"Continue"** button once you are satisfied with your election. **click** the **"Continue"** button once you are satisfied with your election.

## Payment Method



The **Payment Method** screen, allows you to setup direct deposit or you can choose to be reimbursed via check. Make your selection.

**note:** If you choose direct deposit, you will be prompted to enter your banking account information.

**click** the **"Continue"** button.

The **Enrollment Verification** screen, allows you to edit elections.

**click** the **"Submit"** button when your elections are complete.

The **Enrollment Confirmation** screen may be printed for your records.

## Our Flex Benefit team is here to support you:

Monday - Friday 8:00am to 4:30pm

Call Us: 1 888 227-9745 ext. 2040

E-mail: [flexiblebenefits@csONE.com](mailto:flexiblebenefits@csONE.com)